



December 19, 2005

PLEASE  
POST

**BALTIMORE CITY PUBLIC SCHOOL SYSTEM  
DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF RECRUITMENT**

The Chief Executive Officer, Baltimore City Public School System, is seeking individuals meeting the minimum qualifications for the following position:

**CHIEF FINANCIAL OFFICER  
(\$130,000-\$156,000)**

Under the supervision of the Chief Executive Officer (CEO), the Chief Financial Officer has broad responsibility for the administration and oversight of all financial activities including budget, accounting, payroll, grants administration, third party billing, information technology, and treasury. Sets goals and objectives and directs the management of fiscal resources in excess of \$1 billion. Responsible for the annual budget process. Oversees and ensures the effective direction of all aspects of funds management. Prepares and makes presentations before the Board of School Commissioners, and committees of the State General Assembly on financial matters. Ensures financial compliance with state and federal laws and regulations. Provides schools with information and resources necessary to achieve the goals set in the Enterprise Schools concept. Assist principals and other managers in implementing and monitoring their budget expenditures. Meets with parent and community groups and other interested parties to explain school-based staffing and the structure of financial support to the school system. Ensures the effective administration, accounting, and reporting of grant activities. Prepares proposals for improvements in state aid formulae. Defines strategic direction for area of responsibility, and leads assigned teams in developing recommendations for strategic long-term goals related to assigned area of responsibility.

***Qualified applicants must have the following minimum qualifications:***

- Bachelor's degree in finance or a related field. Master's degree preferred.
- CPA preferred.
- Ten years related work experience in financial management preferably in a large public sector or K-12 education environment.
- Experience in implementing a new financial management information system for an organization of significant size.
- Ability to oversee staff and build consensus among peer professionals unfamiliar with financial management.
- Service-orientation approach toward supporting customers.
- Articulate and persuasive verbal and written communication skills.
- Proficient in the use of technical computer applications including Microsoft Office.

**P.A.# 183-05**

***Qualified applicants must submit the following:***

- Cover letter
- Resume
- All documentation/certification necessary (copies accepted) to substantiate minimum qualifications

***\*It is important that you include all experiences and education related to the position***

Qualified applicants for the above position **must** submit ***their complete packet*** of information to: Baltimore City Public School System, Attn: Ms. Mundell, Department of Human Resources, 200 East North Avenue, Room 110, Baltimore, Maryland 21202. ***The position will be open until filled. Review of Resumes will begin as soon as received. Only candidates receiving further consideration will be contacted.*** E.O.E. The Baltimore City Public School System encourages resumes from bi-lingual or multi-lingual candidates.